

CHIEF ADMINISTRATIVE OFFICE
CITY OF NEW ORLEANS

LaTOYA CANTRELL

MAYOR

September 20, 2019

GILBERT A. MONTAÑO
CHIEF ADMINISTRATIVE OFFICER

Via Certified U.S. Mail

Item No. 7009 0080 00004759 5842

and regular U.S. Mail

Mr Larry Chan
3216 Metairie Heights Avenue
Metairie, Louisiana 70002

NOTIFICATION OF EMERGENCY SUSPENSION

Dear Mr. Chan:

This letter is to give you formal notice that you are being placed on a one-hundred twenty (120) calendar day emergency suspension without pay, beginning September 17, 2019, from your position of Building Official (C2107). This action is taken based on an ongoing investigation into your involvement in the alleged illegal issuance of city permits within the Department of Safety and Permits.

The emergency suspension will begin on September 17, 2018 and end on January 14, 2020. You will return to work on January 15, 2020, or the next scheduled work day, *unless* advised otherwise by the department prior to the scheduled return date. This emergency suspension is *not a final* disciplinary action, as the Department reserves the right to issue a final disciplinary action on completion of its investigation into your involvement with the improper issuance of any city permits.

The Department's final disciplinary action may be modified to reduce or increase the discipline, or to allow the one-hundred twenty (120) days to serve as the final discipline. However, as required by Civil Service Rule IX, Section 1.2, as a classified employee you must have a pre-termination hearing before you can be terminated. You will receive written notice in advance of any scheduled pre-termination hearing, setting forth the allegations against you as discovered through the department's investigation and that of any outside agencies.

A pre-termination hearing is your opportunity to address the allegations against you. You may have counsel or a representative present with you at a pre-termination hearing, however, they are present only to advise you and may not question witnesses (including you) or present any evidence. You may provide testimony, call witnesses and produce any documents you wish the Department to consider.

As a classified employee you may have the right to appeal this disciplinary action. Any appeal must be made in writing and submitted to the Civil Service Department located at 1340 Poydras

1300 PERDIDO STREET | SUITE 9E06 | NEW ORLEANS, LOUISIANA | 70112



Street, Suite 900, New Orleans, La. 70112, within thirty (30) calendar days from the date of this letter.

Additionally, when you are suspended for a period of time, you should contact the CAO Benefits Division to make arrangements for continued health care benefits, as well as any other benefits you may have. If you fail to make arrangements to pay for these benefits directly while you are on suspension without pay, you may lose those benefits.

Please be advised that your access entry card has been received and all other accesses have been deactivated. Should you have any questions, you may contact the CAO Division of Personnel & Training at (504) 658-8600.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gilbert A. Montano', written over a faint, illegible background line.

Gilbert A. Montano
Chief Administrative Office

cc: Civil Service Department
City Attorney's Office
Chief Administrative Office
Employee Personnel File